



Policy No. 410

Executive Director Evaluation Process

Adopted: November 19, 1999

Council approves the “do” and “don’t” policies related to evaluation on an annual basis:

Approval of report format used by Executive Director and timetable.

Approval of evaluation tool.

Executive Director reports at each Council meeting on progress with opportunity for questions, comments, and answers.

Clarification of expectations as needed, communication on what’s happening, concerns and questions.

Annual summary report by the Executive Director at September meeting with opportunity for questions, clarification, and discussion by the Council.

Individual Council members and the Executive Director complete evaluation tool following September meeting.

Members submit forms to the Chair.

Chair compiles forms and prepares a report.

Chair meets with Executive Director for discussion.

Evaluation Report is prepared

Evaluation report, Executive Director’s response and recommendations, including compensation, are submitted to the Council for acceptance at November.

Upon acceptance, personal development plan and corrective action, if any, is implemented over the subsequent year.

Clarification of “do” and “don’t” policies, related to evaluation, are adopted by the Council for the following year:

Process begins again.